

Breadalbane Academy

Nursery Class Handbook

Belonging, Believing...



Aspiring, Achieving!

Breadalbane Academy, Crieff Road, Aberfeldy, PH15 2DU

T: 01887 822300 E Breadalbane@pkc.gov.uk

Nursery Hours

Age 2s

AM 0900 – 1212

PM 1218 – 1530

Full day 0900 – 1524

Age 3–5s Term Time

0900 – 1500

Age 3–5s Extended Hours

AM 0800 – 1300

Full day 0830 – 1630

Support for Children and Families

Full day 0900 – 1500

Nursery Staff Team

Nursery Teacher

Lucy Hunter

Senior Early Childhood Practitioner

Caroline Pattullo

Early Childhood Practitioners

Sarah Campbell

Emily Crouch

Debbie Maguire

Sarah Mitchell

Cristie Moore (GME)

Lauren Webster

Play Assistants

Anna Johnson

Kati Rocsik

Claire Mullin (GME)

Senior Management Team

Headteacher

John Devine

Depute Headteacher

Vicky Marshall

Principal Teacher

Donna Jenkins

Who can come to our Nursery?

- Children aged 3–5 years and eligible children aged 2 years.
- You are entitled to apply to any local authority managed nursery and/or partner provider centre for your 3 – 5 year old child's funded early learning and childcare place. <https://www.pkc.gov.uk/preschool>
- We offer places for eligible 2 year olds (Strong Starts). <https://www.pkc.gov.uk/strongstart>
- Applications are usually made in February for the following academic year.
- You will be notified of whether or not your child will have a place.

When do children start?

- The children begin with a Stay and Play session to allow them to settle in, explore and feel secure. You will be informed by letter of your child's start date.
- If you are worried about how your child is settling in, have a chat with the Nursery staff, especially your child's Key Workers.

Daily Routines

- When the children come into nursery they self-register by putting their badge up on the register board. Please ensure that they do this before you leave.
- If someone else is collecting your child you must write this on the board beside the door so that staff are aware of this at home time.
- During the session, the children have group time with their Key Worker to take part in focussed activities.
- Children take part in focussed activities in order to develop a range of skills and knowledge.
- The children are able to choose their play activities inside and outside throughout the session and are involved in planning activities.

Noticeboard

- Information is updated on a weekly basis and important messages about our learning, timetable and upcoming events are displayed.

Security

- We expect each child to be brought to and collected from Nursery each day by an adult. It is illegal to hand over a pre-school child to someone younger than 16 years old. You must let Nursery staff know in advance if another adult is authorised to collect your child.
- Being the last to leave can be worrying for a child; please collect your child on time.
- In the event of an emergency please phone the school on 01887 822300 and leave a message with our office staff.

Illness

- Please inform the school office or nursery staff if your child is to be absent for any reason on 01887 822300.
- If your child is suffering from a contagious infection, they are only eligible to return to nursery when the risk of infection has passed.
- We ask parents not to bring children who have had diarrhoea or sickness until after 48 hours from the last episode. This is to safeguard the health of other children and staff.

Toy Fund

- Parents may make a one-off annual donation of between £3 and £5. This is a voluntary payment made by parents that allows us to update toys and equipment in the nursery during the year. This is paid using the ParentPay system
- Activation codes for ParentPay will be sent out by the school office. If you wish more information on ParentPay, please ask at the main office or go to www.parentpay.com

Parental Participation

- The children and staff at the nursery welcome all parents and carers into the nursery at any time.
- The noticeboard informs parents in advance of activities and events for the week ahead. Please sign up if you would like to spend time with us in the nursery.
- The children enjoy having other adults in the playroom and the visits strengthen valuable links between home, the community and the nursery.
- Parents can join in with a range of activities. In the past these have included helping to prepare for celebrations and events, going on visits and walks, art and craft activities, helping in the nursery garden, baking, reading, singing and other musical activities.

Clothes

- Casual clothes are best – remember we will be using paint, glue, water and other messy materials in the nursery.
- We ask that children have a change of shoes for indoors to avoid wet, muddy floors indoors. Slip-on gym shoes are easiest for independent use and these can be left in the nursery. Please put your child's name on their shoes.
- There is a lost property box in the reception area containing any found items. Lost property is cleared termly and donated to the local thrift shop.
- A change of clothing is very useful for the inevitable accidents. The children are working hard to toilet independently but accidents happen. A change of clothes in a labelled bag may be left in the nursery on your child's peg. Please ensure your child is wearing suitable clothes for independent toileting.
- During warm weather, we advise that children wear long sleeved tops and sun hats. Please apply sun tan lotion before your child comes to nursery.
- The outdoor area provides a wide range of learning experiences throughout the seasons and we are keen to enable children to access these activities comfortably "whatever the weather". If you are able to provide waterproof trousers, jackets and wellies for your child this would be very helpful.
- We have a stock of waterproofs for children to borrow if required.

Opportunities for Learning

We have lots of different areas in the nursery including:

- Water
- Art and Craft
- Sand
- Construction
- Gardening
- Outdoors
- Computers
- Snack
- Role Play
- Puzzles
- Maths
- Writing

Each child will be given the opportunity to:

- Play imaginatively in role play situations, physically at outdoor play and in the gymhall
- Create with paint, junk materials, collage and wood
- Observe noticing similarities, differences and change
- Recognise patterns relationships and categories
- Communicate by discussing, recalling, explaining, describing, planning and questioning
- Solve problems by putting things together, taking things apart, predicting outcomes and conjecturing.

Child Protection

- Your child's safety and wellbeing is very important to us. Nicola Ferguson is the Child Protection Officer for the Nursery. Please do not hesitate to contact her should you wish to raise any matters. Further information can be found in the school's Child Protection Policy (available on request and on our website www.breadalbane.pkc.sch.uk).

Complaints Procedures

- At Breadalbane we pride ourselves on an open door policy and are happy to discuss any areas of concern or complaint. In the first instance, parents should approach a member of the nursery team with their concerns. If the outcome of this discussion is not satisfactory parents should then raise the issue with Mr John Devine, Headteacher. Breadalbane@pkc.gov.uk Please see details below regarding how to complain to the Care Inspectorate.

Care Inspectorate Complaint Procedure

How to make a complaint

Registered care service

If you are not happy with the level of care you or someone you care for is receiving, we would encourage you to first of all speak to the care service itself about your concerns. This is often the quickest way to resolve a problem.

However, you can choose to complain directly to us by either:

- filling in our [complaints form online](#)
- calling us on 0345 600 9527
- emailing us at concerns@careinspectorate.gov.scot
- writing to any of [our offices](#).

Whichever method you use, we will deal with your complaint following '[How we deal with concerns and complaints](#)'.

In summary, this means we will:

- acknowledge that we have received your complaint within three working days
- aim to complete the investigation within 40 working days
- let you know if we think there will be a delay and give you the reasons for the delay
- let you know our findings and the outcome of the complaint.

If you are unhappy with the outcome, you have the right to ask the [Scottish Public Services Ombudsman](#) (SPSO) to look into our decision. The SPSO website has information on making a complaint and the types of complaints it looks at. They are the final stage for handling complaints about public services in Scotland.

<https://www.careinspectorate.com/index.php/complaints>